

APPLICATION REQUIREMENTS

Effective December 1, 2017

Thank you for your interest in renting from the Oak Park Residence Corporation. In order to process your application for residency in one of our units we require the following payments and information/ documents at the time of application. **REMINDER: WE ARE UNABLE TO HOLD A UNIT OR TAKE IT OFF THE MARKET UNTIL WE RECEIVE THE FOLLOWING PAYMENTS, INFORMATION AND COMPLETED DOCUMENTS.**

1. COMPLETED AND SIGNED APPLICATION:

Please make sure you answer all sections of the application completely. Blank or unanswered sections may delay the processing of your application. Please provide both address and phone numbers for current and past landlords. Make sure you sign your application.

2. CREDIT CHECK AND EARNEST MONEY:

- a. \$40 Check, Credit Card, or Money Order for Credit Check
- b. \$200 Earnest Money: Check, Credit Card, or Money Order – should you be turned down for the unit, the \$200 earnest money will be refunded to you. If you are approved for the unit and the unit is taken off-market the \$200 deposit is non-refundable but will be applied as credit toward your security deposit. If you are approved but then choose to decide not to rent the apartment you forfeit the \$200.

PLEASE NOTE: WE DO NOT ACCEPT CASH

3. PROOF OF INCOME:

- a. Last two (2) paystubs from any/all current employment
- b. In lieu of paystubs you may use a signed letter of job offer and acceptance. This letter must be on company stationery and state hire date and salary.
- c. In the case of students who receive housing stipends, copies of student loan statements and bank and savings accounts may be considered as proof of income.
- d. Generally, we do not take co-signers unless the applicant is a full-time student.
- e. Proof of income subsidy if applicable.

All required information, documents, & payments should be forwarded to:
Oak Park Residence Corp.

21 South Blvd., Oak Park IL 60302 or

Email to: snebiolo@oakparkrc.com or contact number: 708 386-6061, ext. 126

Staff only:

<input type="checkbox"/>	Completed application	Date Received: _____
<input type="checkbox"/>	Payment for credit check & earnest money	Date Received: _____
<input type="checkbox"/>	Proof of income	Date Received: _____

RESIDENTIAL HISTORY-Current Rental information if less than three years fill out next section

Current Address: _____ Unit # _____ City: _____

State: _____ Zip: _____

Landlord Name: _____ Landlord Phone #: _____ - _____ - _____

Landlord Fax # _____ - _____ - _____ Landlord Email: _____

Move In-Date: _____ / _____ / _____ Move Out Date: _____ / _____ / _____

Reason for Leaving: _____ Monthly Rent \$ _____

RESIDENTIAL HISTORY-Complete if you have lived at your current address less than 3 years.

Previous Address: _____ Unit # _____ City: _____

State: _____ Zip: _____

Landlord Name: _____ Landlord Phone #: _____ - _____ - _____

Landlord Fax # _____ - _____ - _____ Landlord Email: _____

Move In-Date: _____ / _____ / _____ Move Out Date: _____ / _____ / _____

Reason for Leaving: _____ Monthly Rent: \$ _____

RESIDENTIAL HISTORY-Complete if you have lived at your current/previous address less than 3 years.

Previous Address: _____ Unit # _____ City: _____

State: _____ Zip: _____

Landlord Name: _____ Landlord Phone #: _____ - _____ - _____

Landlord Fax # _____ - _____ - _____ Landlord Email: _____

Move In-Date: _____ / _____ / _____ Move Out Date: _____ / _____ / _____

Reason for Leaving: _____ Monthly Rent: \$ _____

VEHICLE INFORMATION

Make: _____

Model: _____

Year: _____

Color: _____

License Plate Number #: _____

License Plate State: _____

Night parking is prohibited on all Village streets from 2:30 A.M. to 6:00 A.M. The lessee is responsible for providing off street parking if not provided by the lessor.

EMPLOYMENT INFORMATION - Current employer information.

Employment Status: Full Time Part Time Student Unemployed

Current Employer Name: _____

Title of Position: _____

Employer Address: _____ **Unit #** _____ **City:** _____

State: _____ **Zip:** _____ **Gross Annual Salary:** \$ _____

Start Date: _____ / _____ / _____

Human Resource Phone #: _____ - _____ - _____ **Fax:** _____ - _____ - _____

ADDITIONAL INCOME-Other sources of income

Gross Annual Amount: \$ _____ **Source:** _____

Contact Name: _____ **Contact Phone #:** _____ - _____ - _____

Gross Annual Amount: \$ _____ **Source:** _____

Contact Name: _____ **Contact Phone #:** _____ - _____ - _____

ADDITIONAL INFORMATION

Have you ever been evicted?	No _____	Yes _____
Do you owe any current or previous landlord money?	No _____	Yes _____
Have you ever refused to pay rent?	No _____	Yes _____
Have you filed for bankruptcy, what year?	No _____	Yes _____
Have you been convicted of a felony?	No _____	Yes _____
Do you have any collections over \$500?	No _____	Yes _____

HOW DID YOU FIND US

- Our website
 Oak Park Housing Center
 Apartments.com
 Apartment Guide
 For Rent
 Building Signage
 Resident Referral _____

I warrant all statements are true. I understand any false information or misrepresentations on this application will cause this application to be denied. The \$40.00 credit check fee is non-refundable. The \$200.00 deposit is to hold the apartment and is non-refundable unless the application is declined. When the application is approved the \$200.00 deposit will be applied towards the security deposit and a property manager will contact me to sign my lease and pay the remainder of the security deposit within 5 business days or I will forfeit the deposit. I also understand I have 48 hours to submit all required documents or this application will be rejected and I will lose my \$200 deposit.

X _____
Applicant Signature

X _____
Date





OAK PARK RESIDENCE CORPORATION
21 South Boulevard, Oak Park, Illinois 60302
Phone 708-386-6061
Fax 708-445-2976

AUTHORIZATION

To Release Information

I, _____ (**PRINT NAME**), do hereby authorize the Oak Park Residence Corporation to obtain any employment and/or residency information necessary to complete my rental application and to perform a credit and criminal background history. Furthermore, I authorize any prior landlord or employer to release information to the Oak Park Residence Corporation.

X _____
Applicant Signature

X _____
Date